

**Asia Pacific University of Technology and Innovation**  
**Asia Pacific Institute of Information Technology**  
**Resit Assessments Held Remotely (Out of Campus) Guidelines**

### **1. Purpose**

The resit assessments held remotely out of campus guidelines outlines the procedures to students who are unable to sit for assessments including exams, class tests, laboratory tests, quiz that are held physically in the University campus.

### **2. Scope**

In normal circumstances, all resit exams/tests must be physically attended by students in the Examination Hall in the campus; and especially for international students, resits must be completed before they leave the country.

Resit exams/tests done remotely, off-campus, is a provision offered only in special cases where students are unable to sit for the university assessment physically on campus, due to **unpredictable and unforeseen circumstances**, which are supported with substantial evidence.

### **3. Resit Application and Approval Process**

Students requesting to remotely (out of campus) resit exams/tests will have to submit a formal application to their Programme Leader with reasons such as but not limited to:

- i. Student who have completed their programme and have gone back to their home country
- ii. Student with no valid visa to enter Malaysia
- iii. Student have left Malaysia but not able to renew visa
- iv. Family emergencies or crisis
- v. Medical emergencies requiring immediate departure from Malaysia
- vi. Documented personal crises or exceptional circumstances beyond the student's control

Students must provide appropriate documentation supporting their request. The Programme Leader will bring forth the student's request to the Head of School (HOS) for discussion and approval.

### **4. Scheduling of Resit Assessments**

Upon receiving the failed student list from the Assessment team, Examination Unit will plan and schedule the resit date and time accordingly. The Examination Unit will set up the Moodle link and students will receive the details of the examination via email (Ding Dong System) 3 - 4 weeks after the results are released.

Measures will be in place to prevent cheating, plagiarism or any other form of academic misconduct during the remote online examination process.

## 5. Resit Assessment Fees (Out of Campus)

There are requirements for remote (out of campus) online assessments to be monitored and proctored. The University is utilising one of the online proctoring systems named *Respondus Monitor with LockDown Browser*. Therefore, for all remote resit assessments students will have to pay an administration fee of **RM500** (Ringgit Malaysia : Five Hundred Only) for each assessment. Example: If a student failed an examination and two (2) tests, the student is required to pay **RM1,500** (Ringgit Malaysia : One Thousand And Five Hundred Only).

Payment of this fee will be invoiced accordingly; applicable for resit assessment (Out of Campus) effective **01 April 2024**.

For more information on the resit assessments fee schedule, kindly visit *APSpace website > Knowledge Base > Academic Administration > Resit & Retake Fees*

## 6. Further Information

Student who wish to seek further information may contact the Frontline Helpdesk Staff at the Administration Office or email to them at *admin@apu.edu.my*

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